## Minutes – August 8, 2022 9:00-10:30am, Topp Room
### Provost Council

<table>
<thead>
<tr>
<th>MEMBERS</th>
<th>Lori Schroeder, Graham Benton, Dinesh Pinisetty, Steve Browne, Michele Van Hoeck, Natalie Herring, Julia Odom, Priscilla Muha, Katie Hansen, Mike Kazek, Veronica Boe, Rhonda Pate, Christopher Brown, Jase Teoh</th>
</tr>
</thead>
<tbody>
<tr>
<td>GUESTS</td>
<td></td>
</tr>
<tr>
<td>ABSENT</td>
<td>Dinesh Pinisetty, Natalie Herring, Julia Odom, Katie Hansen</td>
</tr>
</tbody>
</table>

1. **Approve Minutes from July 25, 2022**  
   Approved

2. **Updates from the Provost (Schroeder)**  
   - 25 Live – Reminded to place events in 25 Live so they appear in the Calendar of Events portion.
   - Executive Assistant search has started. Preliminary zoom interviews followed by campus interviews. Hope to have someone in place by September.
   - Website Update – Please review and update your department/school/program websites. Check that all hyperlinks work.
   - CLC meetings restarting soon. CLC retreat postponed until fall due to the Cabinet Retreat being postponed.

3. **Academic Technology Goals (Teoh)**  
   - Introduction to the Provost Council and highlighted goals.
   - Transition from Brightspace to Canvas. Will collaborate with Academic Senate on a transition timeline.
   - Would like to establish a process for changes in Brightspace and review naming conventions.
   - Simulation – New but excited to learn about it. Review how it ties into the strategic plan. Would like to see how CSUM compares to other Maritime Academies.

4. **Tutoring Program Goals (Nelson)**  
   - Introduction to the Provost Council and highlighted goals.
   - Focus to include training, outreach, data collection and resources.
   - Updating the tutoring website and providing some academic workshops. Will also be collecting feedback from tutors.
   - Increase the SI Program

5. **Policy Formation and Revision List for 22/23 (Schroeder/Benton)**  
   - Address policy needs and how to prioritize the revision list
   - Benton to recirculate memo on the process and request for policies that should be worked on

6. **Emergent Topics**  
   - Q: Any Changes to Covid Protocol? Refer to campus Covid-19 webpage but will check if any changes have occurred.

### Upcoming Events/Activities
- Orientation Training, August 18
- Move-in for First Year and Transfer Cadets, August 21
- Orientation, August 21-27
- Academic Year Begins, August 22
- New Faculty Orientation, August 22
- Faculty Retreat, August 23
- MARAD Cruise Returns, August 24
- Convocation/All Hands, August 25
- Move-in for Returning Cadets, August 28
- First Day of Classes, August 29
- TSGB Turnover, August 30
• Sailing Home Opener, September 10-11
• Men’s Soccer Home Opener, September 13
• Benefits Fair, September 21
• Cal Maritime Athletics Golf Tournament, September 24
• Women’s Soccer Home Opener, September 27
• Academic Awards, September 29
• Keelhauler Week, October 3-9
• MSSI Sealift Symposium 2022, October 4-6 tentative
• Clean Air Day, October 5
• Family Weekend, October 8-9
• Day on the Bay, October 9 tentative
• Career Expo/Alumni Reception, October 11
• Alumni/Reunion Weekend, October 14-15
• Golf Home Opener, October 15-18
• 3rd Annual Glen Cove Fire Anniversary Bridge Walk, October 27
• Etiquette Training Dinner, Fall TBD
• Cal Maritime Preview Day, October 29
• Veterans Dinner, November 9
• USCG Audit, November 14-18
• PNW Dinner, November 19
• Holiday Party, December 9
• Finals Feast, December 14
• Final Exams, December 15-19
• Fall Trustee Visit, TBD
• TSGB Dry Dock, Summer 2023

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Responsible Person(s)</th>
<th>Comments/Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recirculate AA Policy Procedure memo</td>
<td>G. Benton</td>
<td>Sent via email 8/8/22</td>
</tr>
</tbody>
</table>
